



PROMOTIONS DIRECT LIMITED



#JOB-2416761



SHERIDAN INSURANCES, Abbey Road,
Navan, Co. Meath, C15 X397



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



16/10/2025



13/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : careers@sheridaninsurances.com



Open your camera
app & point here
to view this ad
online



Insurance Adminstrator Assistant

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Insurance administrator assistant

This placement offers the chance to learn about the insurance industry by shadowing experienced Insurance Brokers. The role involves observing how brokers advise clients, manage policies, and work with insurance providers.

Informal Training:

- Shadowing brokers during client meetings and calls
- Learning how to handle customer queries and provide support
- Learning how insurance quotes are prepared and policies are explained
- Gaining experience in office systems and team collaboration

Sector-Recognised Training:

- Introduction to the APA (Accredited Product Adviser) qualification
- Overview of the Central Bank of Ireland's Minimum Competency Code
- Awareness of CPD (Continuing Professional Development) requirements
- Insurance products and compliance standards

- **Sector:** financial and insurance activities

Career Level

- Entry Level